

MECKLENBURG COUNTY
FIRE MARSHAL'S OFFICE

Electronic Shop Drawing Submittal

In an effort to support our customers we have developed an electronic shop drawing plan review process. We have tested the submittal and review process to insure the process will provide a positive overall experience for the customer. We will now begin to accept electronic shop drawings on **April 14, 2014** and begin phasing out paper submittals. The final date for accepting paper submittals will be June 30, 2014.

We understand there will be questions and concerns for uploading into our Electronic Plans Submittal /Electronic Plans Management (EPS/EPM) System so we conducted two initial training classes to ensure you were prepared to navigate the system. In the event you were unable to attend one of these training classes you will need to review the following pages of information to ensure you have all the required accounts and access and be familiar with the process. Once you have verified you have access and accounts you will need to contact me to arrange a time so that I can walk you thru the process of entering your first plan into the system. You will need to allow about 20-30 minutes for this process the first time.

Prior to beginning the electronic submittal process ***you will need*** to obtain ***an active revenue collection account with Mecklenburg County and access to the EPM system.*** If you currently have these items no further action is required. If you need any of the items listed above we have included instructions to obtain these items.

We look forward to working with you in this electronic submittal process and making it a seamless transition. Please feel free to contact me with questions or concerns at 704-336-3763 or Randy.Frazier@MecklenburgCountyNC.gov

Randy D. Frazier
Assistant Fire Marshal
Mecklenburg County
700 N. Tryon Street
Charlotte, NC. 28202
Office: 704-336-3763
Fax: 704-336-3846

MECKLENBURG COUNTY FIRE MARSHAL'S OFFICE

If you currently do not have an EPM account for your company you will need to go to this page at <https://epm.mecklenburgcountync.gov/> and create a new account (for assistance setting up account [click here](#)). If your company does both fire alarm and sprinkler designs only one account is needed for access to EPM.

Once an account is established just sign in and start the process.

Mecklenburg County, NC
Electronic Plan Management

Manage Your Projects Online

This application has features that allows you to submit Building Plan and County Land Development applications online and provides real-time tracking of your project as it progresses from submission to approval.

Building Construction Plans

Important User Information:

This site is designed to function with Internet Explorer 8 or higher and with Adobe Reader 8 or higher. For best results, please avoid using other browsers such as Chrome, Firefox, Safari, Opera, etc and other PDF software.

The once-necessary chore of lugging multiple rolls of paper and stacks of construction blueprints downtown for Mecklenburg County Code Enforcement review will soon be ending, thanks to an innovative new online permitting system.

Starting January 29, 2012, EPS/EPR (Electronic Plan Submittal and Electronic Plan Review) will be up and running. Customers will be able to schedule their projects for review at Code Enforcement's Electronic Plan Management system and submit all their plans and drawings online through Electronic Plan Management. Users will also be able to schedule and follow their projects, and interact with Code officials, without ever having to set foot in the office.

Sign in to EPM

Sign In

Username:

[Forgot User Name?](#)

Password:

[Forgot Password?](#)

Sign In

[Don't have a company account? Create Company Account Now](#)

If you do not have an account. One account can be used for company with both fire alarm and sprinkler trades.

- [Link to Building Construction Web Page](#)
- [FAQ](#)
- [Definitions of Services](#)
- [Plans Submittal Document](#)

MECKLENBURG COUNTY FIRE MARSHAL'S OFFICE

NOTE: You must have an original project number to upload any drawings. To find the original project number [click here](#).

You must enter a valid permit (building, electrical, plumbing, or mechanical) number. The permit numbers will start with a “B, E, P, or M”. If the permit number starts with an “NR” it cannot be used, you will need to locate the original number or contact the GC/Project Manager for your job.

If your search results in CTAC in the project name refer to the CTAC submittal process link.

WebPermit 6.3.0.5 - Search by Permit # - Windows Internet Explorer

http://webpermit.mecklenburgcountync.gov/default.aspx?Pi...

Staff Dashboard WebPermit 6.3.0.5 - Search ...

File Edit View Favorites Tools Help

Convert Select

Page Safety Tools ?

Code Enforcement Welcome WEBPERMIT 6.3.0.5

View Permits | Links | Sign In

Search by Permit

Please note that all mandatory fields appear in red.

Permit #

Enter any current permit number to get a project number

Save as Excel Search Cancel

MECKLENBURG COUNTY FIRE MARSHAL'S OFFICE

If you currently do not have a revenue collection account with Mecklenburg County you will need complete an application to open an account so that we may bill you once the review has been completed.

[Click here](#) to access the “Land Use Bond Form” or “Land Use Cash Bond Form”. The instructions for these forms are right above them. Please see this form for complete details and information to contact Finance with any questions.

The screenshot shows the Mecklenburg County, NC Code Enforcement website. The main content area features a notice about e-check payments and a list of bond forms. The following table summarizes the links highlighted in the image:

Link	Location
Bond Instructions	Under the heading "Revenue Collection Services"
Cash Bond Form	Under the heading "Revenue Collection Services"
Cash Bond Refund Form	Under the heading "Revenue Collection Services"
Credit - Cancellation Form	Under the heading "Revenue Collection Services"
Surety Bond Form	Under the heading "Revenue Collection Services"

For further assistance contact revenue collection at 704-336-3801

PURPOSE:

MECKLENBURG COUNTY FIRE MARSHAL'S OFFICE

[Click here](#) to access EPM plan review tutorials.

Electronic Plan Management System (EPM) - Windows Internet Explorer

http://charmeck.org/mecklenburg/county/CodeEnforcement/PlanReview

File Edit View Favorites Tools Help

Convert Select

Page Safety Tools

Code Interpretations
Electronic Services
Forms
Publications
Permit FAQs
Internet Permits (HIP)
Inspection Failure Reports
Plan Review Failure Reports
Statistical Data
Land Use & Environmental Services Agency
Code Enforcement
700 North Tryon Street
Charlotte, NC 28202
Fax: 704-336-3839

Beginning January 29, 2012, EPS/EPR (Electronic Plan Submittal and Electronic Plan Review) is up and running. Customers are able to schedule their projects for review at Code Enforcement's Electronic Plan Management system and submit all their plans and drawings online through this system.

The **Electronic Plan Management System (EPM)** is a work flow tool that allows architects, engineers, and designers the ability to oversee their projects through the plan review and permitting department from their offices.

This application has features that allow you to submit commercial applications online and provides real-time tracking of your project as it progresses from estimation, scheduling, gate, plan review to permits.

Please note the following important information:

- + **Electronic Submittal**
- + **Plan Review Submittal Dates**
- + **Important Notes When Uploading Drawings**
- + **Fees**
- + **Final Package**
- + **Architect and Engineer License information**
- + **Key Features Include:**
- + **Training Opportunities**

Presentations that take you through the process step by step are available below:

- [Create an Account/Manage Users \(PDF\)](#)
- [Submit Additional Information/Edit Application \(PDF\)](#)
- [Accept or Reject a Plan Review Date \(PDF\)](#)
- [Submitting an OnSchedule Application](#)
- [Submitting a Revision to Approved Plan application](#)
- [Submitting a Preliminary Review application](#)
- [Uploading Drawings for Electronic Plan Review](#)
- [Packaging Drawings for Electronic Plan Review](#)
- [Completing the Sheet Index](#)
- [Interactive Review](#)
- [Submitting Subsequent Review Cycles](#)

Services:

- [Plan Review-Permits](#)
- [Inspections](#)
- [Documents](#)
- [Building](#)
- [Electrical](#)
- [Mechanical-Plumbing](#)
- [Fire Marshal](#)
- [Other](#)

Resources:

- [Publications](#)
- [Forms](#)
- [Consistency](#)
- [Permit FAQ](#)
- [Inspection Failure Reports](#)
- [Statistical Data](#)
- [NC Building Code Info](#)
- [Related Links](#)

Use these tutorials for plan submittal assistance.

MECKLENBURG COUNTY FIRE MARSHAL'S OFFICE

Below is a list of required documents needed to complete the submittal process in EPM. The below information can be found once you are on your EPM Dashboard.

Download Application Form

To download the fillable PDF form, just click on a link below. We recommend that you use Adobe Acrobat Reader 9.0 or higher to open the form. You can type data into the form and save it on your computer. Once you have completed the application form and know when your plans will be ready, you can submit it.

For a step by step guide to completing and submitting the new fillable PDF form, please click [here](#). Once you are on the EPM webpage, the training guide for the fillable PDF and other features are available at the bottom of the page.

Building Forms

Form	Version	Description	Size
OnSchedule.pdf	4.0 (06/27/2012)	Use this form if you are submitting an OnSchedule, Express, Mega or Charlotte Mecklenburg School Project.	717 KB
Preliminary.pdf	3.0 (06/27/2012)	Use this form if you are submitting a request for a preliminary meeting.	604 KB
RTAP.pdf	3.0 (06/27/2012)	Use this form if you are submitting a revision to an approved plan.	603 KB
SheetIndex.pdf	2.0 (11/11/2011)	Sheet Index File	174 KB

Other Forms / Documents

File Name	Version	Description	File Size
Backflow Service Application.pdf	(01/28/2012)		37 KB
Food Service Plan Review Checklist.pdf	(01/28/2012)		118 KB
EPS EPR Packaging of documents.pdf	(01/28/2012)		245 KB
Food Service Plan Review Application.pdf	(01/31/2012)		289 KB
Preliminary Review Building Code Analysis.pdf	(07/06/2012)		44 KB
Sample Preliminary Review Agenda.pdf	(07/06/2012)		89 KB
Building Permit application.pdf	(04/29/2013)		1.02 MB
Electrical Permit application.pdf	(04/29/2013)		584 KB
Mechanical Permit application.pdf	(04/29/2013)		600 KB
Plumbing Permit application.pdf	(04/29/2013)		574 KB
AppendixB2012.pdf	(08/28/2013)		263 KB
AppendixB2013.pdf	(08/15/2013)		1.08 MB

Upload Application Form

Application Form: *

The Gate Keeper Checklist has been removed as required for your submittal.

NOTES

[illegible]

NOTES

[illegible]